

## Mentoree Profile

**Name:**

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**Organization:**

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**Job Title/Series/Grade:**

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**Phone Number:**

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**Describe your current job:**

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**What are your long-term career goals (include fields of interests/occupations):**

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**Why are you interested in participating in this program? Include three specific outcomes you hope to gain as a result of a mentoring partnership:**

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**How will your organization benefit if you achieve your desired outcomes?**

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**List hobbies or interests:**

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**Mentoring relationships develop over time. It is expected that partners will meet at least two hours per month. Time spent on developmental activities will vary depending on the mentoree's mentoring plan. Do you consider this a reasonable time commitment?**

**Yes**

**No**

**Realistically, how much time can you invest in the mentoring partnership/program?**

☐ Less than 2 hours per month

☐ 2 hours per month

☐ More than 2 hours per month

**What type of obstacles would stop you from meeting the goals of this mentoring program? (e.g., work load, travel)**

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**How might you address these obstacles?**

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**If you require special accommodations to participate in the program as a mentoree, please specify the specific aid or service, including how often you will need the accommodation:**

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**Please attach a one-page profile or biography. Be sure to include a brief overview of your distinguishing qualifications and characteristics: years of experience, areas of expertise, community accomplishments, special skills, significant accomplishments, publications, etc. (See attached example)**

**Name of applicant:**

**Name/Title of Supervisor:**

**I have read the mentoring program requirements and understand the expectations and responsibilities of a mentoree in the program, including the need to consult with my supervisor on scheduling meetings and activities with my mentor during office hours.**

**Applicant's Signature:**

**Date:**

**I understand that \_\_\_\_\_ has applied to participate in the Department of Commerce's Mentoring Program. I agree to work with him/her on a schedule that balances his/her job responsibilities and time to participate in the program during office hours.**

**Supervisor's Signature:**

**Date:**

### **Mentoree Bio Example**

**I am a Program Analyst who has been working at the Department of Commerce for 10 years, with the last five years at the Training and Development Center. My professional experience includes performing various activities such as needs assessment, project planning, budget formulation and execution. I use a PC to perform most of my duties and am proficient in several word processing packages including Microsoft Word. In this position, I prepare a variety of data and reports that are used by my supervisor in meetings with upper level management.**

**I see the mentoring program as an opportunity to hone my technical and interpersonal skills. I d also like to develop a better understanding of DoC and its customer relationships.**

**Outside DoC, I enjoy a quiet family life with my spouse and children. I do some volunteer work with my church and in my civic community. I enjoy living in the metro area because of the diversity of entertainment available to me. I enjoy attending local sporting events and an occasional play.**